POLICY # 003	POLICY TITLE: UNDEVELOPED ROAD MAINTENANCE		
APPROVAL DATE AND MOTION:	March 8, 2016 (2016-03-05)	**CROSS-REFERENCE:**	
RESPONSIBILITY:	Public Works		
		APPENDICES:	
APPROVER:	Council	**EFFECTIVE DATE:**	March 8, 2016
REVISION DATE(s)/ MOTION #:	December 5, 2017 (2017-12-21); October 24, 2023 (2023-10-34)	**NEXT REVIEW DATE:**	October 2028

1. DEFINITIONS

1.a – **Undeveloped Road** is a County of Vermilion River Road right of way that does not fall under any of major road categories for road classification within a long-term road maintenance plan. The primary purpose of undeveloped roads is to provide seasonal agricultural access.

1.b - **County** is the Municipality of the County of Vermilion River in the Province of Alberta.

1.c - **Council** is the seven (7) elected officials for the County of Vermilion River in the Province of Alberta.

1.d - **Hamlets** is any one of the eight (8) named hamlets under the jurisdiction of the County of Vermilion River; Blackfoot, Clandonald, Islay, McLaughlin, Rivercourse, Streamstown, Tulliby Lake, and Dewberry.

1.e – **Ratepayer** is the Person(s) listed as Owner on the current Alberta Land Title responsible to pay the tax levy associated with a property within the County of Vermilion River.

2. POLICY STATEMENT

2.a   To allow flexibility for maintenance projects on undeveloped roads that are important to the local area and ratepayers.

3. OBJECTIVE

3.a   To address guidelines for local undeveloped road maintenance projects that do not normally fall under a routine County service level.

4. BACKGROUND

4.a   The Local Priorities Policy was created to provide guidance for improvement projects on undeveloped roads that were deemed to be important but did not fall within the requirements of another existing routine County service level.

4.b   The Policy name was changed from Local Priorities to Undeveloped Road Maintenance when the policy was revised October 24, 2023.

5. GUIDING PRINCIPLES

5.a   Undeveloped Road Maintenance Project Qualifications:

5.a.i   the project does not fall under the County routine service level;

5.a.ii   the total scope of the project is under $50,000;

5.a.ii   the road does not fall under any of the major categories for road classification within a 5-year plan;

5.a.iv the project would enhance the local area through safety and infrastructure improvement;

5.a.v or the project would provide agricultural access during the winter months (snow plowing to open roads).

5.b Annual funding will be established for undeveloped road maintenance projects. County of Vermilion River project funding cannot be utilized for undeveloped road maintenance projects.

5.c Undeveloped road maintenance funding shall not be used in hamlets.

5.d Any deviation outside the scope of this Policy is not permitted and must go to Council for approval.

5.e Additional funding may be requested in the third quarter if the undeveloped road maintenance budget has been exhausted.

5.f. A project may not be started if the new project puts the current budget over by 10%

5.g. Undeveloped roads may be snowplowed to facilitate agricultural access at the request of a rate payer to the Public Works Department. The decision if and when the road will be snowplowed will be made by the Director of Public Works or their designate.

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Director of Public Works or Designate
MONITORING REVIEWS AND REVISIONS	Executive Assistant
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Director of Public Works or Designate

INTERNAL STAKEHOLDERS	Council and Public Works Department
EXTERNAL STAKEHOLDERS	Ratepayers

6. ROLES & RESPONSIBILITIES

7. POLICY EVALUATION

7.a Policy to be reviewed every five (5) years.

7.b Needs assessment if required.

7.c Process evaluation to measure whether the policy is meeting its intended objective; and

7.d Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.